

Retention and Classification Report

Agency: Department of Workforce Services. Legal Services (1466)
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Salt Lake City, UT 84111
526-9653

Records Officer Amanda McPeck

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AGENCY: Department of Workforce Services. Legal Services

SERIES: 84222

1

TITLE: Board of Review case log

DATES: 1975-2001.

ARRANGEMENT: Alphabetical by claimant or employer filing appeal

DESCRIPTION:

This record is an alphabetical log of cases appealed to the Board of Review. It contains the claimant or employer name, claimant social security or employer identification number, and the Board of Review case number.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently.

APPRAISAL:

Administrative Historical

PRIMARY CLASSIFICATION:

Private

AGENCY: Department of Workforce Services. Legal Services

SERIES: 84223

1

TITLE: Board of Review decisions

DATES: 1979-2010.

ARRANGEMENT: By sections of law

DESCRIPTION:

This record documents decisions made by Employment Security's Board of Review. Information may include name and social security number of the claimant, case number, name of employer and identification number, date of appeal and the decision reached by the Board of Review.

RETENTION:

Retain 5 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until microfilmed.

Microfilm master: Retain in Office for 5 years and then destroy.

APPRAISAL:

Administrative Historical

The disposition is based on the historical value of the records to document the decisions of the Board of Review.

AGENCY: Department of Workforce Services. Legal Services

SERIES: 84223

TITLE: Board of Review decisions

(continued)

PRIMARY CLASSIFICATION:

Private

UCA 63G-2-302

AGENCY: Department of Workforce Services. Legal Services

SERIES: 84196

1

TITLE: Board of Review docket

DATES: 1949-

ARRANGEMENT: Chronological, thereunder numerical by case number

DESCRIPTION:

This series documents cases heard by Employment Security's Board of Review. Information includes the name, case, and social security number of the claimant, the name of the employer if applicable to claimant's case, the employer name and identification number in contribution/tax cases, the date and decision of the Appeals Referee, date of appeal to the Board of Review, issue before the Board, date reviewed by the Board, which board reviewed the case, decision date and determination of the Board of Review.

RETENTION:

Retain 1 year

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Computer magnetic storage media: Retain in Office for 1 year and then erase.

Paper: For records prior to and including 1986. Retain in Office for 1 year and then destroy.

Computer data files: For records beginning in 1987 and continuing to the present. Retain in Office for 1 year and then delete.

AGENCY: Department of Workforce Services. Legal Services

SERIES: 84196

TITLE: Board of Review docket

(continued)

APPRAISAL:

Administrative Historical

This disposition is based on the historical value of the record series to document unemployment insurance claims. This record is maintained on paper prior to 1986. After 1986, docket information is retained in computer format.

PRIMARY CLASSIFICATION:

Private

AGENCY: Department of Workforce Services. Legal Services

SERIES: 84060

3

TITLE: Board of Review minutes and decisions

DATES: i 1949-2010.

ARRANGEMENT: Chronological

DESCRIPTION:

This record documents, in summary form, the proceedings of Employment Security's Board of Review hearings on cases appealed from the Appeals Referee and the Board's decisions regarding those cases. The minutes contain the name, social security number and case numbers of cases reviewed by the Board; Board of Review date; and Board members. The decision rendered by the Board of Review contains information regarding summary action taken at lower level of appeal; the Board's action; and, in some instances, the reasoning for such action, as well as the name, social security and case numbers, employer's name (if applicable), and dates of unemployment compensation eligibility or denial. The purpose of this record is to document the decisions made by the Board of Review on unemployment insurance appeals to the Board of Review and for reference when similar cases arise. Prior to 1973, the decision was included as part of the minutes; after 1973 a separate copy of the decision was included in this file.

RETENTION:

Retain permanent.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 6.

AUTHORIZED: //

AGENCY: Department of Workforce Services. Legal Services

SERIES: 84060

TITLE: Board of Review minutes and decisions

(continued)

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently.

APPRAISAL:

Administrative Fiscal Legal
Retention is based on administrative need.

PRIMARY CLASSIFICATION:

Private

AGENCY: Department of Workforce Services. Legal Services

SERIES: 84069

3

TITLE: Civil and criminal litigation files

DATES: 1963-

ARRANGEMENT: Alphabetical by appellant surname

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

This record documents civil and criminal litigation cases involving Employment Security. It contains all correspondence, forms, findings of fact, preliminary and appeal decisions, and any other forms, paperwork, etc. pertaining to the case. This record is used for reference on similar cases.

RETENTION:

Retain 10 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 07/2001

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 7 years after case is closed and then transfer to State Records Center. Retain in State Records Center for 3 years and then destroy.

APPRAISAL:

Administrative Legal

AGENCY: Department of Workforce Services. Legal Services

SERIES: 84069

TITLE: Civil and criminal litigation files

(continued)

PRIMARY CLASSIFICATION:

Public	Those portions of Employment Security's records used as court evidence are public when a decision is rendered.
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SECONDARY CLASSIFICATION(S):

Private.	All background information contained in Employment Security's records retains its private status unless used by the Court as evidence.
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Controlled.	psychiatric information
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AGENCY: Department of Workforce Services. Legal Services

SERIES: 84068

3

TITLE: Court of Appeals case log

DATES: 1986-1997.

ARRANGEMENT: Alphabetical by appellant surname

ANNUAL ACCUMULATION:

DESCRIPTION:

This record is an alphabetical log of cases filed with the Court of Appeals. Information includes the appellant name, Court of Appeals case number, the date the appeal was filed to the Court, issue before the Court, decision rendered by the Court, and the Court of Appeals decision date.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 07/2001

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently.

APPRAISAL:

Administrative Historical

AGENCY: Department of Workforce Services. Legal Services

SERIES: 84068

TITLE: Court of Appeals case log

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Workforce Services. Legal Services

SERIES: 84064

3

TITLE: Court of Appeals docket books

DATES: 1986-1997.

ARRANGEMENT: Chronological, thereunder numerical by case number

ANNUAL ACCUMULATION:

DESCRIPTION:

This record is a docket used to record unemployment insurance cases appealed to the Court of Appeals. Information includes the name, case and social security number of the claimant, the name of the employer if applicable to claimant's case; the employer name and number in contribution/tax cases; the dates and decisions of both the administrative law judge from the Lower Authority appeal and the Board of Review; the date appealed to the Court; dates of filings of Motions, Certification of Record and Briefs of both parties; the decision and decision date of the Court, and the issues before the court.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 2.

AUTHORIZED: 06/01/2001

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently.

AGENCY: Department of Workforce Services. Legal Services

SERIES: 84064

TITLE: Court of Appeals docket books

(continued)

APPRAISAL:

Administrative Historical

This disposition is based on the historical value of the record series to document unemployment insurance claims.

PRIMARY CLASSIFICATION:

Private

AGENCY: Department of Workforce Services. Legal Services

SERIES: 84062

3

TITLE: Court of Appeals/Supreme Court case files

DATES: i 1940-

ARRANGEMENT: Alphabetical by appellant surname

ANNUAL ACCUMULATION:

DESCRIPTION:

This record documents the processes of the Supreme Court and Court of Appeals for unemployment insurance compensation cases appealed beyond the Board of Review decision. It contains all documents compiled for any of the previous appeal levels and any paper work compiled after appeal including any motions, certifications, and decisions of the Court. These case files are the original court records used to document findings of the Supreme Court and the Court of Appeals. They are used for reference purposes on similar cases.

RETENTION:

Retain 20 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 07/2001

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 19 years and then destroy.

AGENCY: Department of Workforce Services. Legal Services

SERIES: 84062

TITLE: Court of Appeals/Supreme Court case files

(continued)

APPRAISAL:

Administrative

PRIMARY CLASSIFICATION:

Public	Unemployment insurance information is public only when used as court room evidence. When a decision is rendered, the information returns to private classification status.
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SECONDARY CLASSIFICATION(S):

Private.	Unemployment insurance information is private except those portions necessary for court room evidence. When a decision is rendered, information is again private.
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AGENCY: Department of Workforce Services. Legal Services

SERIES: 84067

3

TITLE: Hearings and meetings shorthand notes

DATES: 1986-2001.

ARRANGEMENT: chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

This is a record of untranscribed shorthand notes from hearings and meetings held by Employment Security's Legal Section. These are used for reference purposes while the case is pending.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 07/1988

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then destroy provided case is closed/no discrepancies have been noted.

APPRAISAL:

Administrative

This disposition is based on administrative need and 1988 Utah General Schedule 9-12.

PRIMARY CLASSIFICATION:

Private

AGENCY: Department of Workforce Services. Legal Services

SERIES: 84192

3

TITLE: Legal opinions

DATES: 1943-

ARRANGEMENT: By legal issue, thereunder chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

This record documents legal interpretations of the law on various Utah Employment Security problems and issues. It is maintained for reference purposes in similar cases.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 74.

AUTHORIZED: 09/18/2015

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until administrative need ends and then destroy.

APPRAISAL:

Administrative

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Workforce Services. Legal Services

SERIES: 84070

3

TITLE: Supreme Court and Court of Appeals briefs

DATES: 1939-

ARRANGEMENT: Alphabetical by appellant surname

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

This series records the briefs filed by appellants and respondent (Utah Department of Employment Security Review) on unemployment compensation cases appealed to the Supreme Court and the Court of Appeals. These can be either benefit cases involving a claimant and/or employer. These are used for reference purposes on similar cases.

RETENTION:

Retain 20 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 07/2001

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 10 years and then transfer to State Records Center. Retain in State Records Center for 10 years and then destroy.

APPRAISAL:

Administrative

AGENCY: Department of Workforce Services. Legal Services

SERIES: 84070

TITLE: Supreme Court and Court of Appeals briefs

(continued)

PRIMARY CLASSIFICATION:

Public

SECONDARY CLASSIFICATION(S):

Controlled. psychiatric information

AGENCY: Department of Workforce Services. Legal Services

SERIES: 84066

3

TITLE: Supreme Court and Court of Appeals decisions

DATES: 1949-

ARRANGEMENT: Alphabetical by petitioner surname

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

This series documents decisions rendered by both the Utah Supreme Court and, after 1986 (there was no district Court of Appeals for Utah prior to 1986), the Court of Appeals, on cases appealed from Employment Security's Board of Review. These decisions are filed together for better reference, e.g., when reviewing decisions, Employment Security's legal staff is interested in the decisions of both courts if the cases were appealed beyond the Court of Appeals. Information includes a copy of the decision, name of claimant, case number, etc.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 07/2001

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently.

AGENCY: Department of Workforce Services. Legal Services

SERIES: 84066

TITLE: Supreme Court and Court of Appeals decisions

(continued)

APPRAISAL:

Administrative Historical

This disposition is based on the historical value of this record series to document appeals to the Supreme Court.

PRIMARY CLASSIFICATION:

Public

SECONDARY CLASSIFICATION(S):

Private. medical information, financial information, religious preference, etc.

Controlled. psychiatric information

AGENCY: Department of Workforce Services. Legal Services

SERIES: 84221

1

TITLE: Supreme Court case log

DATES: 1939-1997.

ARRANGEMENT: Alphabetical by appellant surname

ANNUAL ACCUMULATION:

DESCRIPTION:

This record is an alphabetical log of cases filed with the Utah Supreme Court. It contains the appellant name, Supreme Court case number, the date the appeal was filed to the Court, issue before the Court, decision rendered by the Court, and the Supreme Court decision date.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently.

APPRAISAL:

Administrative Historical

AGENCY: Department of Workforce Services. Legal Services

SERIES: 84221

TITLE: Supreme Court case log

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Workforce Services. Legal Services

SERIES: 84059

3

TITLE: Supreme Court dockets

DATES: i 1939-1997.

ARRANGEMENT: Numerical by case number

ANNUAL ACCUMULATION:

DESCRIPTION:

This series records unemployment compensation cases appealed to the Supreme Court. It includes the name, case and social security number of the claimant, the name of the employer if applicable to claimant's case, the employer name and number in contribution/tax cases, the date and decision of the administrative law judge from the Lower Authority appeal, date and decision of the Board of Review, and date and decision of Court of Appeals (after 1986; no Utah Court of Appeals prior to that date), date of appeal to the Court, dates of filings of Motions, Certifications of Record, and briefs of both parties, decision and date of decision of Court, and issues before the Court.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 07/2001

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Computer magnetic storage media: Retain in Office permanently.

Paper: Retain in Office permanently.

Microfiche master: For records beginning in 1885 through 1891.

AGENCY: Department of Workforce Services. Legal Services

SERIES: 84059

TITLE: Supreme Court dockets

(continued)

Retain in State Archives permanently with authority to weed.

APPRAISAL:

Administrative Historical

This disposition is based on the historical value of this record series to document unemployment compensation claims appealed to the Supreme Court.

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Workforce Services. Legal Services

SERIES: 84061

3

TITLE: Workforce Appeals Board case files

DATES: i 1968-

ARRANGEMENT: Numerical by case number.

ANNUAL ACCUMULATION: 18.00 cubic feet.

DESCRIPTION:

These case files document the Workforce Appeals Board appeals process. Unemployment compensation claimants or employers paying unemployment taxes may appeal their cases beyond the Appeals Referee to the board. It contains all documentation compiled before the board appeal takes place. Included are the initial eligibility determinations of claimants, liabilities of employers, briefs, facts and findings, correspondence, Appeals Referee decisions, etc., as well as transcripts of the Workforce Appeals Board hearings and copies of the decisions rendered by that body.

RETENTION:

Retain 10 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 04/2003

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 18 months and then transfer to State Records Center. Retain in State Records Center for 102 months and then destroy.

Microfilm master: For records beginning in 1968 through 1985. Retain in Office for 10 years and then destroy.

AGENCY: Department of Workforce Services. Legal Services

SERIES: 84061

TITLE: Workforce Appeals Board case files

(continued)

APPRAISAL:

Administrative Fiscal Legal

These records document appeals, appeal responses, and board decisions and have evidentiary value. They also have fiscal value as they track problems with unemployment insurance tax payments.

PRIMARY CLASSIFICATION:

Private 63G-2-302(1) a,b,f, and g; (2) a,b, and d.